

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
Center for Beneficiary Choices
7500 Security Boulevard, Mail Stop C1-05-17
Baltimore, Maryland 21244-1850



Health Plan Benefits Group

DATE : October 24, 2003

NOTE TO : All Medicare Managed Care Organizations

SUBJECT : CMS Group Health Plan (GHP) System Monthly Operating
Schedule for Calendar Year 2004

PLEASE !!!

GIVE A COPY OF THE SCHEDULE AND THIS LETTER TO EVERYONE

IN YOUR ORGANIZATION WHO NEEDS THIS INFORMATION!

The monthly operating schedule for the CMS, GHP System for Calendar year 2004 is enclosed. Included is a description of the various target dates. It is also available on our website at CMS.HHS.Gov/HealthPlans/Systems, and in the Plan Communications Users Guide dated September 2003.

Any questions about **this schedule** can be sent to the Center for Beneficiary Choices (CBC), Division of Enrollment and Payment Operations (DEPO). Please contact your Central Office Health Insurance Specialist. (See enclosure)

Our FAX number is 410-786-0322 and our mailing address is:

CMS/CBC/DEPO, C1-05-17
7500 Security Blvd.
Baltimore, MD 21244-1850

Sincerely,

Marla K. Kilbourne
Director
Division of Enrollment
and Payment Operations, CBC

Enclosures

Central Office Health Insurance Specialist:

Boston:	Jacqueline Buise at (410) 786-7607
New York:	Juan Lopez at (410) 786-7621
Philadelphia:	James Dorsey at (410) 786-1143
Atlanta:	Brenda Hicks at (410) 786-1159
Chicago:	Janice Bailey at (410) 786-7603
Dallas:	Joanne Weller at (410) 786-5111
Kansas City:	Gloria Webster at (410) 786-7655
Denver:	Luigi Distefano at (410) 786-7611
San Francisco:	Ed Howard at (410) 786-6368 or Jim Logan at (410) 786-7625
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